

Minutes from the May 16, 2007

Printing and Mail Managers Exchange Forum Teleconference

Twenty individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

### **Comments/Additions to last Months Minutes**

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the teleconference.

### ***Mail Agenda Items....***

#### **New Postage Rate – Shape Base Rates**

Tony Nellums informed the group that the new USPS postage rates went in effect May 14, 2007. Among the new changes taken place is the new Shape Base Pricing. This type of mailing affects envelopes and flats where the rate would be determined by the shape of the item to be mailed. Tony encouraged the group to review the new postal regulations to learn specific information about the rate changes. The information can be obtained by visiting the USPS web site [www.usps.com](http://www.usps.com) click on the link for the new postal rates. The post office will no longer return all non deliverable mail. Most non deliverable mail would be recycled. This change will affect mail that is not first class or doesn't say endorsement or return to sender.

Cathy Marciante, Oak Ridge Operations Office asked Mr. Nellums would Headquarters send any guidance pertaining to the new regulations. Mr. Nellums said Headquarters would send guidance to sites on the new postal regulations.

Linda Adams, Savannah River Site informed the group that her local post office hosted a training sessions on the new rates; however, her staff were not pleased with the training. Ms. Adams said that the persons providing the training were not familiar with many of the new rate changes and were not able to answer many of the questions. Ms Adams also said she hope the post office provides better training at other locations.

Al Majors, Headquarters informed the group that some meter manufactures have hosted seminars locally on the shape base rates. Mr. Majors also stated that the Postal Service is hosting training seminars at the Government Mailers Advisory Council (GMAC) in the Washington, D.C. area.

Barbara Myers, Knoll Atomic Power Laboratory informed the group that her local post office held seminars on the shape base rates. Ms. Myers also said that her equipment has been updated to handle the new rates.

Mr. Nellums said that the post office will provide templates of the shape base format to customers to assist in determining what the cost would be for mailing your items.

#### **New FSSI Contract- FedEx- Federal Strategic Sourcing Initiative**

Tony Nellums, Headquarters informed the group that on May 12, 2007, the Department joined the new FedEx Shipping Contract and the rates are less than the multi award contract. The Office of Procurement will contact sites to provide information and a copy of the policy pertaining to the contract. The contract was written as a delivery order and not as a BPA. Mr. Nellums also said that he is the COR for the FedEx Contract and the Multi Award Contract.

Carl Sherman, Strategic Petroleum Reserves Office questioned whether the new contract would be transparent to contractors. Mr. Nellums said that DOE federal and contractor operated facilities currently using BPAs must terminate the BPA and convert to a FedEx Delivery Order contract.

### **2007 – Mail Management Report Format - Update**

Al Majors, Headquarters informed the group that the mail management report format will change. Headquarters would provide updates as they occur and will send the new format to sites when it becomes available. The reporting date is December 31, 2007.

No questions were asked on this topic.

### ***Printing Agenda Items...***

#### **Chairman of the Joint Committee on Printing**

Dallas Woodruff, Headquarters informed the group that Mr. Robert Brady from Pennsylvania is the new Chairman of the Joint Committee on Printing (JCP) and Senator, Dianne Feinstein from California is the Vice Chair.

No Questions were asked on this topic.

#### **Joint Committee on Printing Commercial (JCP) Printing Report**

Dallas Woodruff, Headquarters thanked the sites that have submitted their reports, however, some site have not as of today, May 16, 2007. Mr. Woodruff reminded the group that the report is due to the committee by May 31, 2007. Sites are to submit a report to Headquarters whether or not work was procured outside of the Government Printing Office.

No questions were asked on this topic.

#### **Update on the Request for Signature Authority for GPO SF-1 Printing Requisition**

Dallas Woodruff, Headquarters informed the group that he intended to discuss this topic in April; however, the teleconference was cancelled due to a scheduling conflict. The updated signature authority request came via GPO Circular Letter 645 dated April 10, 2007. Some sites have submitted the requirements to Headquarters, however, a number of sites have not. Reminder notices were sent to all sites about this requirement. Mr. Woodruff stated that GPO has required agencies to submit the names with signature of individuals that are authorized to sign printing requisitions.

### **Headquarters Business Cards**

Dallas Woodruff, Headquarters reminded the group that Headquarters has a GPO Business Card Term Contract and that it is available for sites to ride. Mr. Woodruff said that this topic is being discussed because a site's commercial printing report identified that a number of business card jobs were procured outside of the GPO.

No questions were asked on this topic.

### **FY 2007 DDS Survey for FY 2008 Titles**

Dallas Woodruff, Headquarters, informed the group that Headquarters is in the process of sending the Annual DDS Survey for material to be printed by the Office of Personnel Management, Congress and other government agencies for fiscal year 2008. The due date to Headquarters is June 22, 2007. Mr. Woodruff encouraged sites to contact him if they are not familiar with this survey and may have a need for some of the items.

### **Attendees**

Nevada Site Office	Strategic Petroleum Reserves (2)
Office of Legacy Management, Morgantown, WV	BWXT Pantex
Brookhaven National Laboratory	Y-12 Site Office
National Energy Technology Laboratory, WV	Ames Laboratory
Oak Ridge National Laboratory	Pittsburgh Naval Reactors Office
National Energy Technology Laboratory, PA	National Security Complex Y-12 (2)
Knoll Atomic Power Laboratory	Savannah River Site
Oak Ridge Operations Office	National Security Technology C1, Las Vegas
Los Alamos National laboratory	Headquarters (3)